See below for detailed instructions regarding KECC pledge set-up, based on pledge type: Campaign, New Employee or Separating Employee.

## Campaign Pledges:

These are the most common pledge types. Pledge forms are obtained during the annual campaign (August through the end of December), which indicate whether an employee has voluntarily elected to give through recurring payroll deduction or through a one-time check or credit card gift. HR Administrators should do the following, based on the pledge type selected:

### Recurring Payroll Deduction Set-up

1. Log into **KHRIS (GUI)**.

2. Go into **Maintain HR Master Data (PA30)**.

3. Enter the contributing employee's **PERNR**.

4. Select the **Payroll** Tab, then **IT0014 Recurring Payments/Deductions**.

   a. Click **Create** button. (Do NOT modify any existing entry.)

   b. Enter a **start date of 12/16/20XX**. [The first contribution will deduct from the January 15$^{th}$ pay.]

   c. Enter an **end date of 12/15/20XX**. [The last contribution will deduct from the December 30$^{th}$ pay (SAME YEAR).] (Do NOT use an end date of 12/31/9999.)

   d. Enter **Wage Type 6656 "Charity Other"**. (Use this Wage Type regardless of how they would like their pledge split between charities.)

   e. Enter the **Amount** of the per pay deduction.

   f. Enter **Payment Model KY09**.

5. **Save** your entries and maintain a copy within the employee's agency personnel file.

   Unless otherwise instructed, the agency KECC coordinator should provide necessary copies to the employee as well as the KECC Administrator, United Way of Kentucky.

### One-Time Gifts: Check

During the campaign, these pledges should be collected by the agency KECC coordinator who is responsible for tracking the pledges received and reporting/providing them to KECC's Administrator, United Way of Kentucky, for processing.

## New Employee Pledges:

New employees also have the opportunity to contribute to KECC. As part of the onboarding/orientation process, new employees should be provided a pledge form.

If hired:
- *Between* January through the end of July (or before the campaign officially kicks off) = New Employee Pledge Form.
- *During* the campaign (if a pre-printed form was not provided by KECC) = regular campaign pledge form.

If an employee elects to voluntarily make a pledge to KECC, by submitting a completed form to his or her HR Administrator, the HR Administrator should do the following, based on the pledge type selected:

### *Recurring Payroll Deduction Set-up*

1. Log into **KHRIS (GUI)**.

2. Go into **Maintain HR Master Data (PA30)**.

3. Enter the contributing employee's **PERNR**.

4. Select the **Payroll** Tab, then **IT0014 Recurring Payments/Deductions**.

   a. Click **Create** button.

   b. Enter a **start date**. This should be the employee's start date. [This will allow their first contribution to deduct from their first pay.]

   c. Enter an **end date of 12/15/20XX**. [The last contribution will deduct from the December 30th pay (SAME YEAR).] (Do NOT use an end date of 12/31/9999.)

   d. Enter **Wage Type 6656 "Charity Other"**. (Use this Wage Type regardless of how they would like their pledge split between charities.)

   e. Enter the **Amount** of the per pay deduction.

   f. Enter **Payment Model KY09**.

5. **Save** your entries and maintain a copy within the employee's agency personnel file.

6. **Fax\*** a copy of the form to KECC's Administrator, United Way of Kentucky, at (502) 589-0057.

### *One-Time Gifts: Check*

1. Make a **copy** of the form and payment, to retain in the employee's agency personnel file.

2. **Fax** a copy of the form to KECC's Administrator, United Way of Kentucky at (502) 589-0057.

3. **Mail** the original with payment to KECC at P.O. Box 4653, Louisville, KY 40204.

# <mark>Separating Employee Pledges:</mark>

As part of the Exit Interview packet, the Separation Pledge Form should be provided to all employees leaving state government, allowing them the opportunity to make a final pledge to KECC from their termination payouts. This final pledge is *in addition to* any existing deduction that may already be set-up from the prior years' campaign pledge.

If an employee elects to make a voluntary final pledge to KECC, by submitting a completed form to his or her HR Administrator, the HR Administrator should do the following, based on the pledge type selected:

## *One-Time Payroll Deduction:*

1. Log into **KHRIS (GUI)**.

2. Go into **Maintain HR Master Data (PA30)**.

3. Enter the contributing employee's **PERNR**.

4. Select the **Payroll** Tab, then **IT0015 Additional Payments**.

   a. Click **Create** button.

   b. Enter **Wage Type 6656 "Charity Other"**. (Use this Wage Type regardless of how they would like their final pledge split between charities.)

   c. Enter the **Amount** of the final deduction. If it is a large amount in proportion to their final payout, it is recommended that the HR Administrator perform a payroll simulation to ensure the amount can be withheld. The pledge can only be made on regular payroll. If the payout is being made on an off-cycle, the pledge cannot be processed through payroll. This means that payouts including deferred compensation contributions against the termination payouts cannot include KECC final pledges.

   d. Enter a **date of origin**. This should be the date of the employee's last pay.

5. **Save** your entries and maintain a copy within the employee's agency personnel file.

6. **Fax*** a copy of the form to KECC's Administrator, United Way of Kentucky, at (502) 589-0057.

## *Other One-Time Gifts:*

### A. Check-

1. Make a **copy** of the form and payment, to retain in the employee's agency personnel file.
2. **Fax** a copy of the form to KECC's Administrator, United Way of Kentucky at (502) 589-0057.
3. **Mail** the original with payment to KECC at P.O. Box 4653, Louisville, KY 40204.

### B. Credit Card-

1. **Retain** the form in the employee's agency personnel file.
2. **Fax** a copy of the form to KECC's Administrator, United Way of Kentucky at (502) 589-0057.

*FAX: For your convenience, a standard Pledge Notice fax cover has been created for quick use in providing notice of pledges received outside of the campaign window.